



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

August 12, 2022

DIVISION MEMORANDUM

No. 31 s. 2022

RANKING FOR PROMOTION TO MASTER TEACHER I, NURSE II AND ADMINISTRATIVE ASSISTANT II (CLERK IV) POSITIONS

TO: Division Chiefs/Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads of Public Elementary and Secondary Schools
 All Concerned Applicants

1. This Office hereby informs all interested applicants that there will be Ranking for Promotion to Master Teacher I, Nurse II and Administrative Assistant II (Clerk IV) positions.
2. Applicants are required to submit the authenticated copies of the following documents (properly fastened in a folder **with tabbing** on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labelled with applicant's name, present position/designation, and the position being applied for) on or before **August 24, 2022, to wit:**

POSITION	DOCUMENTS
Nurse II and Administrative Assistant II (Clerk IV)	1. Letter of Intent
	2. Form 212 (Personal Data Sheet)
	3. Valid PRC Professional License/Cert of Eligibility
	4. Certificate of Rating (PBET/LET)
	5. Performance Rating for the last 3 rating period
	6. Updated Service Record or Certificate of Employment with duties and function
	7. Latest CSC Form 33 (Latest Appointment), if any
	8. Documents for Outstanding Accomplishments
	9. Transcript of Records for baccalaureate and/or Graduate/Post-Graduate Degree
	10. Certificate of Relevant Training/Seminars Attended
	11. Omnibus Sworn Statement duly signed by the applicant and subscribed by a public notary
Master Teacher I (Elementary-C1)	1. Letter of Intent
	2. Form 212 (Personal Data)
	3. Transcript of Records (TOR)
	4. Updated Service Record
	5. Performance Rating for the last 3 rating periods (if applicable)
	6. Valid PRC Professional License & Rating
	7. Certificate of Relevant Trainings/Seminars Attended
	8. Teaching Load Certification
	9. Documents for Outstanding Accomplishments <ul style="list-style-type: none"> - Complete Demonstration Teaching Docs - Innovations/IGP - Special Order <ul style="list-style-type: none"> - Subject Coordinator/Grade Chair/Adviser of Club or Organization - Chairman of Special Committee

	<ul style="list-style-type: none"> - Coordinator of community/project of other agency or rural service improvement for at least 2 years - Educational Research (member) - ACRs for in-service activities - commendations/recognition as Trainor/Coach of contestants/ athletes/teams - Authorship
	10. Omnibus Sworn Statement duly signed by the applicant and subscribed by a public notary

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	QUALIFICATION STANDARDS
A. Master Teacher I (Elementary-C1)	Education	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in education; and 18 units for a Master's Degree in Education or its equivalent
	Experience	Three (3) years relevant experience
	Training	None Required
	Eligibility	PBET/ TEACHER/ RA-1080
B. Nurse II	Education	Bachelor of Science in Nursing
	Experience	One (1) year of relevant experience
	Training	Four (4) hrs of relevant training
	Eligibility	RA-1080
C. ADMINISTRATIVE ASSISTANT II (CLERK IV)	Education	Completion of two (2) years studies in college
	Experience	one (1) year of relevant experience
	Training	Four (4) hrs. of relevant training
	Eligibility	Career Service Sub-professional/ 1st level eligibility

4. The Interview & confirmation of points shall be done on the following dates:

POSITION	DATES	VENUE
Master Teacher I (Confirmation of Points)	August 31, 2022 – 9am	Division Conference Hall
Nurse II	August 31, 2022- 2pm	
Administrative Assistant II (Clerk IV)		

5. All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the interview process.
6. A conference for Human Resource Merit Promotion and Selection Board (HRMPSB) Members will be held on August 26, 2022, 9:00 o'clock in the morning at DepEd Conference Hall.
7. Deliberation of the results will be on September 1, 2022, 9:00 o'clock in the morning at DepEd Conference Hall.
8. Timeline of the evaluation process:

Activity	Schedule
Initial evaluation on the minimum requirement	August 23 - 25, 2022
Perusal of Documents by committees	August 26, 2022
Posting of Qualified applicants for interview	August 30, 2022
Interview & Confirmation of points	August 31, 2022
Deliberation	September 1, 2022
Finalization and posting of the Rank List	September 2, 2022

- 9. Participants to this activity are reminded to wear face masks and observe health protocols and standards set by the IATF and DOH.
- 10. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
- 11. For information, guidance and compliance of those concerned.

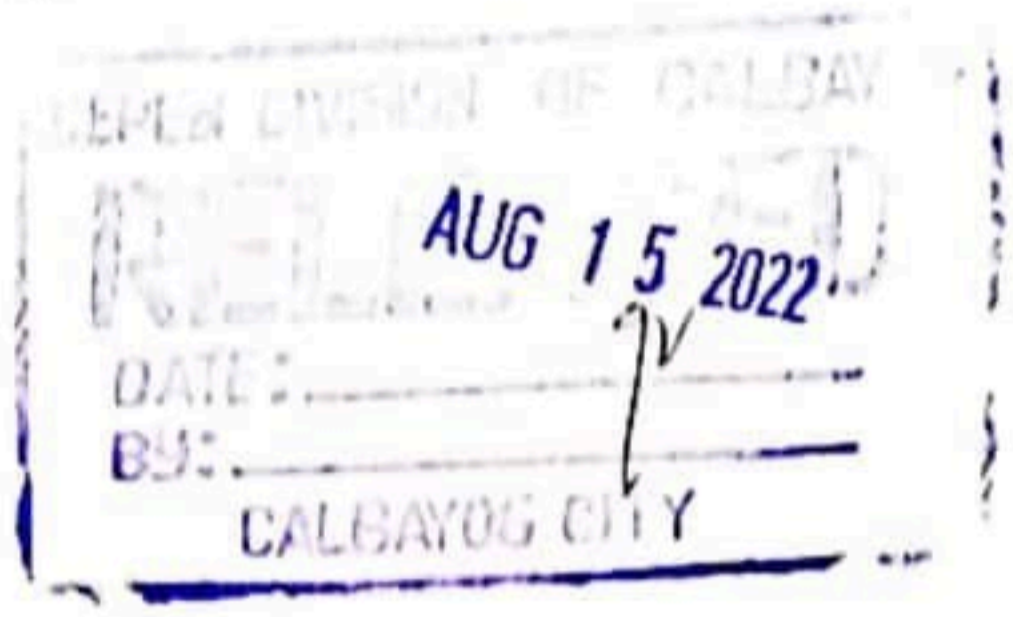

THELMA CABADSAN-QUITILIG PhD, CESO V
Schools Division Superintendent

Enclosures: None

Reference: DO 42, s. 2007, DO 66, s.2007, DO 19, s. 2016, DO 29, s. 2002, DO 39, s. 2007, MEC Order No. 10, s. 1979, 1996 DepEd QS duly approved by CSC on June 19, 1996, 1995 DECS QS Manual for Unique Positions, 1997 QS

To be indicated in the Perpetual Index under the following subjects:

- Appointments*
- Master Teacher I*
- Nurse II*
- Administrative Assistant II (Clerk IV)*



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